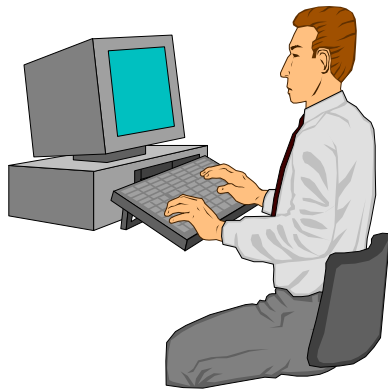


INTRODUCING the New ACQ Now



Available for FY02
Acquisition Training Application
System



Simplified Applications

- Easy to Complete Application Format
- Prerequisite Reminder
- Auto-Check for Valid Entries
- Assigned Registration Priority
- “Click to Select” Course Desired



Simplified Travel

- Easy Travel Requirements Worksheet
 - ◆ Systems-Generated Cost Estimates
 - ◆ Student review/concurrence with Estimates
- Travel Documents Issued
- DD1610 Travel Order/SF1164 Local Mileage



Simplified Travel

- Student Access to Travel Account Status
 - ◆ Instant Update / Always Current
- Notices to Student:
 - ◆ 45 Days Prior: Reminder of due date to submit Travel Requirements
 - ◆ 30 Days After: Reminder to Submit Claim



Information Services

- Applications Remain Available for :
 - ◆ Status Check: (**Instant Updates / Always Current**)
 - ◆ Edit of Student Profile
 - ◆ Edit of Session Preference / Resubmit
 - ◆ Online Cancellation Request
- Prerequisite Reminder



Information Services

- Shows ALL SEATS available to Agencies (**Including 45-day Window of all Vacancies**)
- Student Training History including:
 - ◆ ATRRS Completions
- Auto-Reject with onscreen explanation if:
 - ◆ Exact Duplicate of Prior Application
 - ◆ Student Not Eligible By Grade / Rank



Information Services

- “Click to Communicate”
 - ◆ Auto-Addressing eMail Service for Help Desk, Travel Manager, Organization POC
- Large Student Comment Block
 - ◆ On the Application Form
 - ◆ On the Travel Requirements Worksheet
- “Event” Driven / System-Sent eMails to Student, Managers at Each Step



SAMPLE SCREENS

☒ How to Apply for a Course



How to Access Acquisition Training Application System

(ACQ Now)



AFATO

Air Force Acquisition Training Office
My Acquisition Career



[Search AFATO Web-site](#)

TELL US WHAT YOU THINK

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[Student](#)

[Training Manager](#)

[Supervisor/ Commander](#)

AFATO Information

[Financial Management](#)

[Funding and Orders](#)
[Procedures Handbook](#)
[Special Authorization for Rental Cars](#)
[Team](#)
[Per Diem Costs- FY01](#)
[Responsibility Checklist](#)
[How to Complete/Submit TDY Orders](#)
[What is funded?](#)
[Who gets funded?](#)

[Metrics](#)

[Course Statistics](#)
[MAJCOM Statistics](#)
[MAJCOM Course Statistics](#)

[Policy and Procedures](#)

[APDP Web-Guide](#)
[Contact AFATO](#)
[AFATO Operating Procedures](#), [Continuous Learning Policy](#)

[Course Management](#)

[Course Descriptions](#)
[Reporting Instructions](#)
[AFTAS/ATRRS](#)
[Strategic Plan](#)
[Team](#)
[DAU Virtual Campus](#)
[Recommended list of PDS codes](#)
[Acquisition Training POC](#)

[News](#)

[Headlines](#)
[Newsletter](#)
[List Server](#)
[List Server Archive](#)

[My Acquisition Career Vision](#)

[Travel Information](#)

[Destination Information](#)
[Driving Directions](#)
[Federal Travel Reg. Policy](#)
[Gov.Travel Info.](#)
[Travel Mgmt. Links](#)
[Per Diem Committee](#)
[Other Per Diem](#)
[Airline City Pair Program](#)
[Virtually There](#)

[Systems](#)

[ACMS](#)
[Data-on-Demand](#)
[ACQ NOW](#)
[AFTAS/ATRRS](#)

[Links](#)

[DAU](#)
[DACMs](#)
[DAWIA](#)
[OSD Acquisition Management](#)
[DAU Schoolhouses](#)

http://www.safaq.hq.af.mil/acq_workf/training/



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu

From AFATO

What's New

Student Functions

Update Student Profile

Prepare Applications

Review/Edit Applications

Review Training History

Request Cancellation

Request Disability Accommodations

Create/Edit Travel Worksheets

ACQ POC LookUp

DAU Course Lookup

DAU Schedule Lookup

DAU Course Catalog

Logoff

Help

ACQ NOW Tutorial

How To

Frequently Asked Questions (FAQ)

Contact ACQ NOW Help Desk

Contact AFATO Travel Manager

Data-on-Demand

School Information

Onsite Information

ACQNOW Bulletin Board

ACQ NOW

Welcome! Please select a menu item

Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on applications submitted by non-Air Force personnel.

Step 1: CLICK "Update Student Profile"



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu

From AFATO

- What's New

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Review Training History
- Request Cancellation
- Request Disability Accommodations
- Create/Edit Travel Worksheets
- ACQ POC Lookup
- DAU Course Lookup
- DAU Schedule Lookup
- DAU Course Catalog
- Logoff

Help

- ACQ NOW Tutorial
- How To
- Frequently Asked Questions (FAQ)
- Contact ACQ NOW Help Desk
- Contact AFATO Travel Manager
- Data-on-Demand
- School Information
- Onsite Information
- ACQNOW Bulletin Board

Please sign in below.

Please select your category

Social Security No: - -

Date of birth: Month Day Year

Logon!

Notice to First Time Users

The Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on

To begin, select from drop down menu



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW Main Menu

From AFATO

- What's New

Student Functions

- Update Student Profile
- Prepare Applications
- Review/Edit Applications
- Review Training History
- Request Cancellation
- Request Disability Accommodations
- Create/Edit Travel Worksheets
- ACQ POC Lookup
- DAU Course Lookup
- DAU Schedule Lookup
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Help

- ACQ NOW Tutorial
- How To
- Frequently Asked Questions (FAQ)
- Contact ACQ NOW Help Desk
- Contact AFATO Travel Manager
- Data-on-Demand
- School Information
- Onsite Information
- ACQNOW Bulletin Board

ACQ NOW

Please sign in below:

Please select your category

Please select your category

- Civilian Air Force Acquisition Workforce
- Military Air Force Acquisition Workforce
- All Other Dept of Air Force Employees
- Air Force Contractor
- Foreign Local National (assigned to civilian Air Force billet)

Notice to First Time Users


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Select your category using drop down menu.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
From AFATO		
<input type="checkbox"/> What's New		
Student Functions		
<input type="checkbox"/> Update Student Profile		
<input type="checkbox"/> Prepare Applications		
<input type="checkbox"/> Review/Edit Applications		
<input type="checkbox"/> Review Training History		
<input type="checkbox"/> Request Cancellation		
<input type="checkbox"/> Request Disability Accommodations		
<input type="checkbox"/> Create/Edit Travel Worksheets		
<input type="checkbox"/> ACQ POC Lookup		
<input type="checkbox"/> DAU Course Lookup		
<input type="checkbox"/> DAU Schedule Lookup		
<input type="checkbox"/> DAU Course Catalog		
<input type="checkbox"/> Logoff		
Help		
<input type="checkbox"/> ACQ NOW Tutorial		
<input type="checkbox"/> How To		
<input type="checkbox"/> Frequently Asked Questions (FAQ)		
<input type="checkbox"/> Contact ACQ NOW Help Desk		
<input type="checkbox"/> Contact AFATO Travel Manager		
<input type="checkbox"/> Data-on-Demand		
<input type="checkbox"/> School Information		
<input type="checkbox"/> Onsite Information		
<input type="checkbox"/> ACQNOW Bulletin Board		




Please sign in below:

Civilian Air Force Acquisition Workforce

Social Security No: 000 - 00 - 0049

Date of birth: Jan - 01 - 1922

Logon!



Notice to First Time Users

The Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on

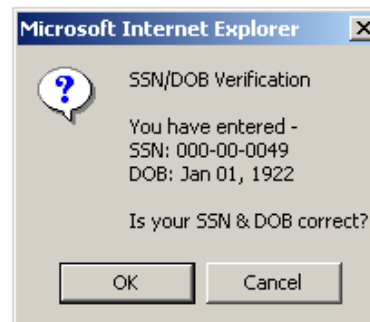
**Once you have selected your category,
enter SSN and DOB, Press LOGON**



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu




System will ask you to verify your SSN and DOB. Press “OK” to continue. If SSN or DOB is incorrect, press “Cancel”.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu



10 Sep 2001
ACQ NOW Registration System
Logon to ACQ NOW

Your official personnel record does not indicate that you occupy a designated Acquisition Workforce position.

You may continue to register for training by using your browser BACK key and selecting the logon category: **"All Other Dept of Air Force employees"**.

Non-Acquisition Workforce Members have a lower registration priority and are not eligible for centralized travel funding if selected for training.

If you believe this to be incorrect, contact your Acquisition Workforce POC for resolution.


Lookup Training Manager

[Questions? Problems? Suggestions? Please email us now.](#)

System will verify that you do or do not belong to the Acquisition Workforce. If you receive this statement, you may look up your Training Manager for resolution.



How to Apply for a Course



10 Sep 2001

ACQ NOW Registration System

[Ligon to ACQ NOW](#)

Air Force Registration System for Acquisition Training - ACQ NOW

[Main Menu](#)

Your official personnel record verifies that you DO occupy a designated Acquisition Workforce Position.

To continue using ACQ NOW! press:

[ACQ NOW!](#)

If you believe this is incorrect, to obtain more information concerning Acquisition Workforce matters contact your Acquisition Workforce POC to resolve.

[Find ACQ POC!](#)

[Questions? Problems? Suggestions? Please email us now.](#)

System will verify that you do or do not belong to the Acquisition Workforce. If you receive this statement, you may look up your Training Manager or continue on with ACQ Now.



How to Apply for a Course



10 Sep 2001

ACQ NOW Registration

Please verify/enter your information before processing.

Verify/Enter Student Information

Student Info:

SSN: 000000049 Last Name: AVEY

Sex: Male Date of Birth: 1 Jan

Home Street: 111 Duke

Security Clearance: SECRET

Disabilities: No Special Requirements:

Pay Plan: GS Pay Grade: Phone: 555 - 555 - 5555 ext. 5

If you are a civilian employee of the Dept. of the Air, enter your Civilian Job Series Below.

Civilian Job Series: 0025 i.e., 0123

Position Certification Level Required: 1

Acquisition Position Category: CONTRACTING (C)

ACQ Corp Member: QUAL CORPS/1102/0R CONTRACT OFF

Acquisition Certification Level(s):	Acquisition Certification Date(s):
ACQUISITION MGT CERT LVL3	14 Jul 1994
LOGISTICS ACQ CERT LVL3	08 Feb 1993
LOGISTICS ACQ CERT LVL2	22 Jun 1992
LOGISTICS ACQ CERT LVL1	27 Apr 1992

Student's Contact Info:

Organization: AETC - Randolph AFB

Duty Address: 3025 HAMAKER CT City: FAIRFAX State: VA ZIP: 22031 -

Unit Country: UNITED STATES

Phone: 555 - 555 - 5555 ext. 5

DSN: 555 - 5555 Fax: 555 - 5555

Important! Since ACQ NOW uses email to notify you of the status of your application, if it is not entered correctly, you will not be notified.

Email: aveym@hotmail.com

Supervisor's Contact Info:

Name: MY BOSS Phone: 555 - 555 - 5555 ext.

(ex. First Name, Last Name)

Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email: maveyus@yahoo.com

When you are finished filling out your profile, click on "Update Profile" button.

Press the "Update Profile" button to continue

Update Profile



How to Apply for a Course

Duty Address: 3025 HAMAKER CT City: FAIRFAX State: VA ZIP: 22031

Unit Country: UNITED STATES

Phone: 555 - 555 - 5555 ext. 5

DSN: 555 - 5555 Fax: 555 555 5555

Important! Since ACQ NOW requires your e-mail address to be entered correctly, please ensure that your e-mail address is entered correctly.

Email: aveym@hotmail.com

Supervisor's Contact Information

Name: MY BOSS
(ex. First Name, Last Name)

Important! Please ensure that your supervisor's e-mail address is entered correctly.

Email: maveyus@yahoo.com

Microsoft Internet Explorer

Before submitting your User Profile form, it is strongly recommended to review the e-mail addresses below.

Student e-mail: aveym@hotmail.com
Supervisor e-mail: maveyus@yahoo.com

Click OK if these addresses are correct.

Otherwise, click Cancel to return back to the Student Profile form to make the appropriate changes.


OK Cancel

Press the "Update Profile" button to continue **Update Profile**

System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your profile.



How to Apply for a Course


Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
	<p>10 Sep 2001</p> <p><i>ACQ NOW Registration System</i></p> <hr/> <p>Profile Updated.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Thank you. Your profile was succesfully updated.</div> <p style="text-align: center;">Questions? Problems? Suggestions? Please email us now.</p> <p style="text-align: center;">THIS WEB SITE IS FOR OFFICIAL USE ONLY</p>	

System will confirm that your profile was updated successfully. If your profile had errors or omissions, you must correct the deficiencies before the system will allow you to continue.



How to Apply for a Course




Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
From AFATO		
What's New		
Student Functions		
	Update Student Profile	 <p>Welcome! Please select a menu item</p> <p>Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on applications submitted by non-Air Force personnel.</p>
	Prepare Applications	
	Review/Edit Applications	
	Review Training History	
	Request Cancellation	
	Request Disability Accommodations	
	Create/Edit Travel Worksheets	
	ACQ POC LookUp	
	DAU Course Lookup	
	DAU Schedule Lookup	
	DAU Course Catalog	
	Logoff	
Help		
	ACQ NOW Tutorial	
	How To	
	Frequently Asked Questions (FAQ)	
	Contact ACQ NOW Help Desk	
	Contact AFATO Travel Manager	
	Data-on-Demand	

Step 1: CLICK "Prepare Applications"



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
	<p>10 Sep 2001</p> <h2>ACQ NOW Registration System</h2> <hr/> <p>Select an FY and Course from the lists below.</p>	
<h3>Find A Course</h3> <p>Perform the steps below to find a course.</p>		
<h4>Step One</h4> <p>The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.</p> <p>FY: <input type="text" value="2001"/></p>		
<h4>Step Two</h4> <p>In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.</p> <p>Course: <input type="text"/></p>		
<h4>Step Three</h4> <p>The last step is to press the Search button.</p> <p><input type="button" value="Search"/></p>		


Since you did not logoff the system, when you selected “Prepare Applications”, you did not have to sign in again.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu



10 Sep 2001

ACQ NOW Registration System

Select an FY and Course from the lists below.

Find A Course

Perform the steps below to find a course.

Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY:

Step Two

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course:

ACQ 101 - FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT

ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

ACQ 402 - EXECUTIVE MANAGEMENT CRS (EMC)

ACQ 403 - DEFENSE ACQUISITION EXECUTIVE OVERVIEW WKSHOP

ACQ 404 - SYSTEMS ACQUISITION MGMT COURSE FOR FLAG OFF

ACQ 405 - EXECUTIVE REFRESHER COURSE

BCF 101 - FUNDAMENTALS OF COST ANALYSIS

BCF 102 - FUNDAMENTALS OF EARNED VALUE MANAGEMENT

BCF 103 - FUNDAMENTALS OF BUSINESS FINANCIAL MGMT

BCF 203 - INTERMEDIATE EARNED VALUE MANAGEMENT

ONLY

Step Three

Click on the search button to find the course.

[mail us now.](#)

Select a FY then use the drop down menu selection to find the course you want.


Prepared by **ASM Research,**

22



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW**Main Menu**



05 Oct 2001
ACQ NOW Registration System
Select an FY and Course from the lists below.

Find A Course
Perform the steps below to find a course.

Step One
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY:

Step Two
In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.
Course:

Step Three
The last step is to press the Search button.

After selecting the FY and Course. Press SEARCH to Find Course Listings.



How to Apply for a Course



05 Oct 2001

ACQ NOW Registration System

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization. (based on Zip Code of 22031) Classes marked with the **O** denote classes that are On-sites for the student. Course Locations that are displayed in **red** indicate classes with no available spaces.

CC - View Course Catalog

STEP Four:

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in red indicate classes with no available seats.

FY	Course	Course Title
2002	BCF 103 (DAU)	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT
	ALABAMA (click on location to select)	School
	HUNTSVILLE, AL (501A)	Defense Acquisition University Tng Ctr Huntsville
		Classes Available Pending Waits
		2 0 0 0
	CALIFORNIA	School
	LOS ANGELES AFB, CA (501C)	Defense Acq University Training Ctr Los Angeles
		Classes Available Pending Waits
		1 25 0 0

Available offerings of the selected course are listed by location.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu

05 Oct 2001

ACQ NOW Registration System

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization. (based on Zip Code of 22031) Classes marked with the **O** denote classes that are On-sites for the student. Course Locations that are displayed in **red** indicate classes with no available spaces.

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FY	Course	Course Title
2002	BCF 103 (DAU)	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT

ALABAMA (click on location to select)	School	Classes	Available	Pending	Waits
<u>HUNTSVILLE, AL (501A)</u>	Defense Acquisition University Tng Ctr Huntsville	2	0	0	0

CALIFORNIA	School	Classes	Available	Pending	Waits
<u>LOS ANGELES AFB, CA (501C)</u>	Defense Acq University Training Ctr Los Angeles	1	25	0	0

You can also click on the View Course Catalog button to display DAU Course Information.



How to Apply for a Course

Course Description: BCF103

[\[Return \]](#)

Title: Fundamentals of Business Financial Management

Description:

The Fundamentals of Business Financial Management course develops skills necessary for formulating and executing a program office budget. This course addresses specific topics including cost analysis; funding policies; budget concepts; the DoD planning, programming, and budgeting system; the congressional authorization and appropriation process; and the budget execution process. Through lectures, case studies, and student-led discussions, students learn techniques used by program and business financial managers to identify, evaluate, and resolve budget-related tasks, problems, and issues; and they learn the roles of DoD offices, the Office of Management and Budget, and the Congress.

Course Objectives:

- Relate acquisition management system policies to the DoD resource allocation process.
- Identify the laws, policies and practices applicable to developing a program budget.
- Describe the planning, programming and budgeting system process and its relationship to the development of program budget submissions.
- Describe the congressional review process that leads to budget resolution, authorization and appropriation of the DoD budget.
- Summarize the process by which budget authority is apportioned, executed and reprogrammed.

A pop-up window is opened which displays pertinent course information.



How to Apply for a Course



05 Oct 2001

ACQ NOW Registration System

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization. (based on Zip Code of 22031) Classes marked with the **O** denote classes that are On-sites for the student. Course Locations that are displayed in **red** indicate classes with no available spaces.

CC - View Course Catalog

STEP Four:

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in **red** indicate classes with no available seats.

FY	Course	Course Title
2002	BCF 103 (DAU)	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT

ALABAMA (click on location to select)	School	Classes	Available	Pending	Waits
HUNTSVILLE, AL (501A)	Defense Acquisition University Tng Ctr Huntsville	2	0	0	0

CALIFORNIA	School	Classes	Available	Pending	Waits
LOS ANGELES AFB, CA (501C)	Defense Acq University Training Ctr Los Angeles	1	25	0	0

MASSACHUSETTS	School	Classes	Available	Pending	Waits
HANSCOM AFB, MA (501D)	Defense Acq University Training Center Boston	1	16	0	0

MARYLAND	School	Classes	Available	Pending	Waits
LINTHICUM, MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0
PATUXENT RIVER, MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0

The **Blue** indicates quotas still available.

The **Red** indicates that there are no seats remaining for that specified location.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW	Main Menu
--	-----------

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in red indicate classes with no available seats.

FY	Course	Course Title
2002	BCF 103 (DAU)	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT

	ALABAMA (click on location to select)	School	Classes	Available	Pending	Waits
	HUNTSVILLE, AL (501A)	Defense Acquisition University Tng Ctr Huntsville	2	0	0	0

	CALIFORNIA	School	Classes	Available	Pending	Waits
	LOS ANGELES AFB, CA (501C)	Defense Acq University Training Ctr Los Angeles	1	25	0	0

	MASSACHUSETTS	School	Classes	Available	Pending	Waits
	HANSCOM AFB, MA (501D)	Defense Acq University Training Center Boston	1	16	0	0

	MARYLAND	School	Classes	Available	Pending	Waits
	LINTHICUM, MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0
	PATUXENT RIVER, MD (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	2	0	0	0

	NEW JERSEY	School	Classes	Available	Pending	Waits
	FT MONMOUTH, NJ (501B)	Defense Acquisition University Training Ctr Ft Monmouth	2	0	0	0

	OHIO	School	Classes	Available	Pending	Waits
	WRIGHT PATTERSON, OH (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	3	74	0	0

	VIRGINIA	School	Classes	Available	Pending	Waits
	FT BELVOIR, VA (501)	DAU/Def Sys Mgmt College Ft Belvoir Campus	8	98	0	0



As we scroll down the page, we see that there a **"C"** next to FT. B
This indicates that FT Belvoir is the closest location to my home c



How to Apply for a Course

If you fail to select the closest location, the next page will indicate that you have not selected the closest location. You may change to the closest location and continue.

If you select any other location, rather than the closest, you must justify your choice in the remarks section of your application.

NOTE:

Your supervisor and AFATO will know what choice you have made.

ACQ NOW Course Location Notice

You have not selected the closest location with available seats to attend training.(based on your organization zipcode of **22031**) If you cannot attend a class at the most cost-effective course location you must provide reason why in the 'Comments' section of the application as to why. The Approval Authority will determine if reason warrants approval of application. If your student profile is incorrect, please correct your organization zipcode.

Student Organization Information

Organization City: FAIRFAX
Organization State: VA
Organization ZipCode: 22031
Organization Country: USA

Information for FT BELVOIR , VA (501)

Most Cost-Effective Course Location With Seats Available

City: FT BELVOIR
State: VA

School Number: 501

Approximate Distance: 16 miles.

[View classes at the system chosen location of FT BELVOIR , VA \(501\)](#)

Location Information for LOS ANGELES AFB , CA (501C) Student Course Location Selection

City: LOS ANGELES AFB
State: CA

School Number: 501C

Approximate Distance: 2871 miles.

[View classes at your location selection of LOS ANGELES AFB , CA \(501C\)](#)



How to Apply for a Course

Blue indicates quotas still available for a particular class.

Red indicates that there are no seats remaining for a particular class



05 Oct 2001

ACQ NOW Registration System

Click on the school location to list available classes for that location. Click on the **CC** (Course Catalog) button to review the DAU Course Catalog which contains the course description and prerequisites as well as school information. Classes marked with the **C** denote classes that are closest to your organization. (based on Zip Code of 22031) Classes marked with the **O** denote classes that are On-sites for the student. Course Locations that are displayed in **red** indicate classes with no available spaces.

CC - View Course Catalog

STEP Four:

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed in red indicate classes with no available seats.

FY	Course	Course Title
2002	BCF 103 (DAU)	FUNDAMENTALS OF BUSINESS FINANCIAL MGMT


ALABAMA (click on location to select)	School	Classes	Available	Pending	Waits
HUNTSVILLE, AL (501A)	Defense Acquisition University Tng Ctr Huntsville	2	0	0	0

CALIFORNIA	School	Classes	Available	Pending	Waits
LOS ANGELES AFB, CA (501C)	Defense Acq University Training Ctr Los Angeles	1	25	0	0

After clicking on the course location, the list of available classes is displayed. Click the class number to apply for that class.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu			
	<p>10 Sep 2001</p> <h2>ACQ NOW Registration System</h2> <p>You must have (1) completed the course prerequisite(s) or one of the DAU recognized predecessor/equivalency courses listed, or (2) have met course requirements through fulfillment, or (3) have an active approved application to take the prerequisite before you can be scheduled for this course. If you have successfully completed a course prerequisite that is not currently in your training history, please fax a copy of your course certificate to AFATO, DSN 487-6560, Comm (210)-652-6560 and enter a note in the Comments block of your application</p> <table border="1"><thead><tr><th>Prerequisite Course(s) for ACQ 201B</th></tr></thead><tbody><tr><td>ACQ 101</td></tr><tr><td>ACQ 101 (DAU)</td></tr><tr><td>ACQ 201 (DAU)</td></tr></tbody></table> <p>Continue To Application</p> <p>Questions? Problems? Suggestions? Please email us now.</p>	Prerequisite Course(s) for ACQ 201B	ACQ 101	ACQ 101 (DAU)	ACQ 201 (DAU)
Prerequisite Course(s) for ACQ 201B					
ACQ 101					
ACQ 101 (DAU)					
ACQ 201 (DAU)					

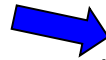
THIS WEB SITE IS FOR OFFICIAL USE ONLY

If there are any prerequisites for a class, ACQ Now will display a prerequisite reminder for the student. These are the prerequisites for ACQ 201B. This is just an example.



How to Apply for a Course

The selected class is shown at the top of the application form.



Select an alternate date range for which you would also be available for this course. This field is **mandatory** and is used in the registration process



Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
	12 Sep 2001	
ACQ NOW Registration System		
Student Training Application		
STEP Six:		
This is the top of the application form, starting with the class you have selected. Scroll down to complete / review / edit your student profile with current and accurate information as it will impact your enrollment, your potential travel entitlement, and our ability to communicate with you.		
If you do not already have a reservation for ACQ 201A, one will be made for you upon receiving a reservation in ACQ 201B.		
Verify/Enter Student Information		
Course Info:		
FY: 2002 School: 501 Course: ACQ 201B Phase: Class: 012		
Course Title: INTERMEDIATE SYSTEMS ACQUISITION		
School Name: DAU/Def Sys Mgmt College Ft Belvoir Campus		
Class Location: FT BELVOIR, VA		
Start Date: 26 Nov 2001 End Date: 30 Nov 2001		
Delivery Method: Classroom Remarks: None		
Application Info:		
Alternate date range you are available for training: (Required)		
From: Month 01 2001 To: Month 01 2001		
Date range to avoid:		
From: Month 01 2001 To: Month 01 2001		

Complete or update your student data.

(Use your keyboard TAB key to move from block to block.)



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
Student Info:		
SSN: 000000049	Last Name: AVEY	First Name: MARK MI: S
Sex: Male	Date of Birth: Jan 01 1922	
Home Street: 111 DUKE	City: ALEXANDRIA	State: VA ZIP: 22304 -
Security Clearance: SECRET		
Disabilities: No	Special Requirements: Please select a Special Requirement if Disabled	
Pay Plan: GS	Pay Grade: 10	Copper Cap/Intern: No
If you are a civilian employee of the Dept. of the Air Force please enter your Civilian Job Series Below.		
Civilian Job Series: 0025 i.e., 0123		
Position Certification Level Required: 1		
Acquisition Position Category: CONTRACTING (C)		
ACQ Corp Member: QUAL CORPS/1102/OR CONTRACT OFF		
Acquisition Certification Level(s):		Acquisition Certification Date(s):
ACQUISITION MGT CERT LVL3		14 Jul 1994
LOGISTICS ACQ CERT LVL3		08 Feb 1993
LOGISTICS ACQ CERT LVL2		22 Jun 1992
LOGISTICS ACQ CERT LVL1		27 Apr 1992
Student's Contact Info:		
Organization: AFDW - Air Force District of Washington		
Duty Address: 3025 HAMAKER CT	City: FAIRFAX	State: VA ZIP: 22031 -
Unit Country: UNITED STATES		
Phone: 555 - 555 - 5555 ext. 5		

The profile information you provided will automatically populate the student application. You may make any changes or corrections at this time.



How to Apply for a Course

You must enter "Yes" or "No" that you have your supervisor concurrence.

You must enter your supervisor information. Make sure their email address is correct. This is vital in order for them to receive information regarding your training request.

Air Force Registration System for Acquisition Training - ACQ NOW Main Menu

DSN: - Fax: - -

Important! Since ACQ NOW uses email to notify students, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your enrollment.
Email:


Supervisor's Contact Info:

I have obtained my supervisor's approval to attend this class and understand my supervisor will be notified by email of this request for training.


Name: Phone: - - ext.
(ex. First Name, Last Name)

Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.
Email:

Comments:

 **Add comments for AFATO if needed.**

STEP Seven:
You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.

 **SUBMIT THIS APPLICATION**

Press the Submit This Application button once the fields are filled in.



How to Apply for a Course

Supervisor's Contact Info:

Yes ☐ I have obtained my supervisor's approval to attend this class and understand my supervisor will be notified by email of this request for training.

Name: MY BOSS
(ex. First Name, Last Name)

Important! Please ensure the address is entered in the correct format.

Email: maveyus@yahoo.

Comments:

Microsoft Internet Explorer

Before submitting your User Profile form, it is strongly recommended to review the e-mail addresses below.

Student e-mail: aveym@hotmail.com
Supervisor e-mail: maveyus@yahoo.com

Click OK if these addresses are correct.

Otherwise, click Cancel to return back to the Student Profile form to make the appropriate changes.

OK Cancel

STEP Seven:

You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.

SUBMIT THIS APPLICATION


System will verify your email address and your supervisor email address. If the addresses are correct, click on "OK". If either address is incorrect, click on "Cancel" and the system will return you to your application.



How to Apply for a Course

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu



12 Sep 2001

ACQ NOW Registration System

Training application confirmation.

AVEY MARK S has applied for the class listed below:

Application Date: 12 Sep 2001

FY: 2002 School: 501 Course: ACQ 201B Phase: Class: 012

Course Title: INTERMEDIA


School Name: DAU/Def S

Class Location: FT BELV

Start Date: 26 Nov 2001

Delivery Method: Classro

Microsoft Internet Explorer

 A notification has been emailed to the student and to the student's supervisor.

OK

If you do not already

receiving a reservation in ACQ 201B

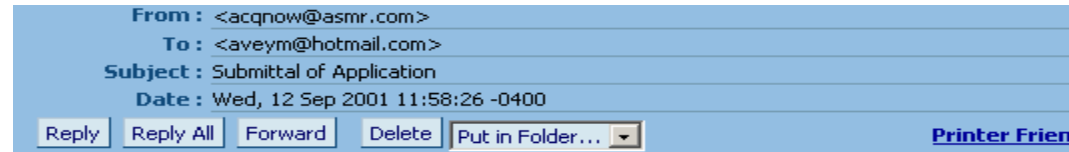
de for you upon

[Questions? Problems? Suggestions? Please email us now.](#)

After clicking on submit, ACQ Now will display a message alerting the user that Email notification has been sent to the student and to the student's supervisor.



Student Notification



APPLICATION SUMMARY:

NAME: AVEY MARK S
COURSE: ACQ 201B
FY: 2002 SCHOOL: 501 PHASE: CLS: 012
START: 26 Nov 2001 END: 30 Nov 2001
LOCATION: FT BELVOIR, VA
DELIVERY METHOD: Classroom
CENTRALIZED TRAVEL FUNDING: ELIGIBLE
aveym@hotmail.com

This is to advise you that your application has been forwarded to the Air Force Acquisition Training Office (AFATO) for consideration. A copy of your application has also been forwarded to your supervisor at the email address provided on your application. If you made an error in your supervisor's email address, use the Student Main Menu on ACQ Now to edit and re-send your application. You will be notified by email as soon as your application has been processed.

Since you have request training in a hybrid course, there is a web portion that must be successfully completed before you can attend the resident portion. If you do not already have a reservation for the web part within the approved time window, one will be automatically made for you upon approval of your application.

Please do not use auto-reply addressing to this system-generated email message.

Student receives this Email Notification upon an application submittal.



Supervisor Notification

To: <maveyus@yahoo.com>

From: <acqnow@asmr.com> | [Block Address](#) | [Add to Address Book](#)

Subject: Request for DAU Training

Date: Wed, 12 Sep 2001 11:58:26 -0400

APPLICATION SUMMARY:

NAME: AVEY MARK S

COURSE: ACQ 201B

FY: 2002 SCHOOL: 501 PHASE: CLS: 012

START: 26 Nov 2001 END: 30 Nov 2001

LOCATION: FT BELVOIR, VA

DELIVERY METHOD: Classroom

CENTRALIZED TRAVEL FUNDING: ELIGIBLE

aveym@hotmail.com

This is to advise you that the above employee has applied for acquisition training and identified you as the supervisor of record.

Critical Acquisition Workforce details (such as the employee's grade/rank, series, acquisition career field, etc.) are written into the application from official records. Application will automatically be forwarded to the Air Force Acquisition Training (AFATO), AFATO@afpc.randolph.af.mil, DSN 487-6580 for consideration.

Since the student has requested training in a hybrid course, there is a web portion that must be successfully completed before the student can attend the resident portion. If the student does not already have a reservation for the web part within the approved time window, one will be automatically made upon approval of the application for ACQ 201B.

Please do not use auto-reply addressing to this system-generated email message.

Supervisor receives this Email Notification upon an application submittal.



SAMPLE SCREENS

☒ How to Review/Edit Applications



Review/Edit Application

The student can review their application(s) by Clicking on the Review/Edit Applications Link located on the Student Main Menu.

Air Force Registration System for Acquisition Training - ACQ NOWMain Menu

From AFATO

What's New

Student Functions

Update Student Profile

Prepare Applications

Review/Edit Applications

Review Training History

Request Cancellation

Request Disability Accommodations

Create/Edit Travel Worksheets

ACQ POC LookUp

DAU Course Lookup

DAU Schedule Lookup

DAU Course Catalog

Logoff

Help

ACQ NOW Tutorial

How To

Frequently Asked Questions (FAQ)

Contact ACQ NOW Help Desk

Contact AFATO Travel Manager

Data-on-Demand

School Information

Onsite Information

ACQNOW Bulletin Board

ACQ NOW

Welcome! Please select a menu item

Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on applications submitted by non-Air Force personnel.



Review/Edit Application

This screen displays all the Pending and Previous applications for the student. Pending applications are applications still in the application path for which a final decision has not been made. Previous applications are applications where the application has


- been made into a Reservation or Wait

or

was Disapproved by a AFATO.

Prepared by **ASM Research,**

Air Force Registration System for Acquisition Training - ACQ NOW
Main Menu



12 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application
 C - Request Enrollment Cancellation
 R - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
X	2001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001
X	2001	771	CON 236 (DAU)	701	30 Jul 2001	03 Aug 2001	AFATO Pending	10 Jul 2001

Previous Applications

	FY	Sch	Crs	Cls	AFATO	Application Status	Excused	Approval Date	Class Report Date	Class Start Date
R	2001	904	ACQ 201B	718	Disapproved	Disapproved		07 Sep 2001	21 Jul 2001	23 Jul 2001
C	2001	904C	LOG 204 (DAU)	005	Approved	Reservation		07 Sep 2001	24 Sep 2001	24 Sep 2001

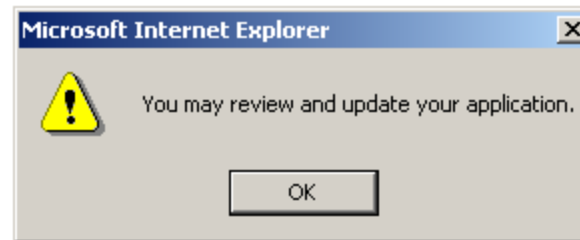
Right now, our Student only has 3 pending applications and 2 previous applications.



Review/Edit Application

Air Force Registration System for Acquisition Training - ACQ NOW


Ma



Clicking on the Application's Class Number allows the student to Review and Update the application.



Review/Edit Application

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
<div><div>12 Sep 2001</div><div>ACQ NO</div><div>Student Training</div></div> <div>STEP Six: This is the top of the application form and accurate information as it will in If you do not already have</div> <div>Verify/Enter Student Information Course Info: FY: 2002 School: 501 Course Course Title: INTERMEDIATE SYS School Name: DAU/Def Sys Mgmt Class Location: FT BELVOIR, VA Start Date: 26 Nov 2001 End Da Delivery Method: Classroom R</div>		
Application Info:		
Alternate date range you are avail		
From: Sep 12 2001		
Date range to avoid:		
From: Month 01 2001		
Student Info:		
SSN: 000000049 Last Name: AVI		
Sex: Male Date of Birth:		
Home Street: 111 DUKE		
Security Clearance: SECRET		
Disabilities: No Special R		
Pay Plan: GS		
If you are a civilian employee of the enter your Civilian Job Series Below.		
Civilian Job Series: 0025		
Position Certification Level Required: 1		
Acquisition Position Category: CONTRACTING (C)		
ACQ Corp Member: QUAL CORPS/1102/OR CONTRACT OFF		
Acquisition Certification Level(s):		
ACQUISITION CERTIFICATION		
Acquisition Certification Date(s):		
11 Jul 2004		
Supervisor's Contact Info:		
<input type="checkbox"/> I have obtained my supervisor's approval to attend this class and understand my supervisor will be notified by email of this request for training.		
Name: MY BOSS Phone: 555 - 555 - 5555 ext.		
(ex. First Name, Last Name)		
Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.		
Email: maveyus@yahoo.com		
Comments:		
None		
STEP Seven:		
You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.		
SUBMIT THIS APPLICATION		

After clicking on the application class number, the Student can edit any of the application info. Clicking on the Update Application button brings the Student back to the Review Applications page.



Review/Edit Application

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu

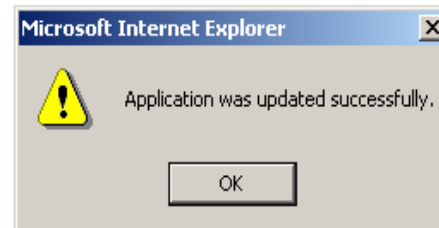


12 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application



After making changes to the application, student clicks on Submit Application button, message will alert student that application was updated.



Review/Edit Application

Any Pending Applications can be deleted by the student by clicking the small 'X' at the start of the application row.



12 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications								
	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
	2002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
	2001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001
	2001	771	CON 236 (DAU)	701	30 Jul 2001	03 Aug 2001	AFATO Pending	10 Jul 2001

Applications that have become Reservations or Waits must go through the Cancellation Process. This process will be covered later in the module.



Review/Edit Application

12 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside processed by prevent a No cancellation I (resubmit) but the end of th edit the date

Pending Applications			
	FY	Sch	Crs
X	2002	501	ACQ 2
X	2001	771	CON 202 (DAU) 729
X	2001	771	CON 236 (DAU) 701

Microsoft Internet Explorer

You have indicated you wish to remove your application for the following class:

FY:2001
SCH:771
CRS:CON 236 (DAU)
PHASE:
CLS:701

This action CANNOT be undone. Press OK to delete this application.

OK Cancel

							Date Applied
							12 Sep 2001
						AFATO Pending	27 Jul 2001
						AFATO Pending	10 Jul 2001


System provides a reminder in case the student accidentally clicks on Delete/'X' button. Clicking OK deletes the application from system.



Review/Edit Application

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu




12 Sep 2001
ACQ NOW Registration System
Training application Cancellation.

AVEY MARK S has cancelled the

FY: 2001 School: Defense Acquis
Course Title: CONTRACTUAL AS
Class: 701 Start Date: 30 Jul 200
Class Location: HUNTSVILLE, AL
Delivery Method: Local Students / Onsite Remarks: None

Microsoft Internet Explorer

 A notification has been emailed to you and to your supervisor.

OK

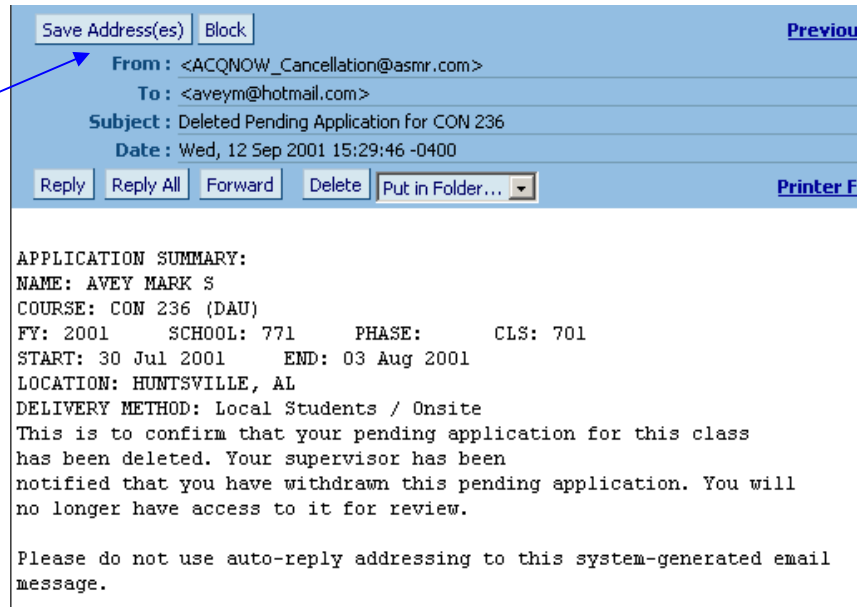
Cancellation Date: 12 Sep 2001

Emails concerning the student's decision are sent to the Student and to the Supervisor.



Review/Edit Application

Example Email sent to student upon Application Deletion Decision.



Example Email sent to Supervisor upon the Student's Application Deletion Decision.

Subject: Deleted Pending Application for CON 236
Date: Wed, 12 Sep 2001 15:29:46 -0400

APPLICATION SUMMARY:
NAME: AVEY MARK S
COURSE: CON 236 (DAU)
FY: 2001 SCHOOL: 771 PHASE: CLS: 701
START: 30 Jul 2001 END: 03 Aug 2001
LOCATION: HUNTSVILLE, AL
DELIVERY METHOD: Local Students / Onsite
Since you are the student's supervisor of record, this email is to notify you that the student has withdrawn their application for this class.

Please do not use auto-reply addressing to this system-generated email message.

[Add to Address Book](#)



SAMPLE SCREENS

☒ How to Request Cancellation



Student Functions - Cancellation



Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu

From AFATO

What's New

Student Functions

Update Student Profile

Prepare Applications

Review/Edit Applications

Review Training History

Request Cancellation

Request Disability Accommodations

Create/Edit Travel Worksheets

ACQ POC LookUp

DAU Course Lookup

DAU Schedule Lookup

DAU Course Catalog

Logoff

Help

ACQ NOW Tutorial

How To

Frequently Asked Questions (FAQ)

Contact ACQ NOW Help Desk

Contact AFATO Travel Manager

Data-on-Demand

ACQ NOW

Welcome! Please select a menu item


Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on applications submitted by non-Air Force personnel.

We will now go through the Request Cancellation process for the student.



Student Functions - Cancellation

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
From AFATO		
<input type="checkbox"/> What's New		
Student Functions		
<input type="checkbox"/> Update Student Profile		
<input type="checkbox"/> Prepare Applications		
<input type="checkbox"/> Review/Edit Applications		
<input type="checkbox"/> Review Training History		
<input type="checkbox"/> Request Cancellation		
<input type="checkbox"/> Request Disability Accommodations		
<input type="checkbox"/> Create/Edit Travel Worksheets		
<input type="checkbox"/> ACQ POC Lookup		
<input type="checkbox"/> DAU Course Lookup		
<input type="checkbox"/> DAU Schedule Lookup		
<input type="checkbox"/> DAU Course Catalog		
<input type="checkbox"/> Logoff		
Help		
<input type="checkbox"/> ACQ NOW Tutorial		
<input type="checkbox"/> How To		
<input type="checkbox"/> Frequently Asked Questions (FAQ)		
<input type="checkbox"/> Contact ACQ NOW Help Desk		
<input type="checkbox"/> Contact AFATO Travel Manager		
<input type="checkbox"/> Data-on-Demand		
<input type="checkbox"/> School Information		
<input type="checkbox"/> Onsite Information		
<input type="checkbox"/> ACQNOW Bulletin Board		




Please sign in below:

Civilian Air Force Acquisition Workforce

Social Security No: 000 - 00 - 0049

Date of birth: Jan - 01 - 1922

Logon!



Notice to First Time Users

The Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on

**Once you have selected your category,
enter SSN and DOB, Press LOGON**



Student Functions - Cancellation

Note that the student may only request cancellation for a course/class where there is a “Wait” or “Reservation” status.

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu

13 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Current Applications

FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001

Previous Applications

	FY	Sch	Crs	Cls	AFATO	Application Status	Excused	Approval Date	Class Report Date	Class Start Date
R	2001	904	ACQ 201B	718	Disapproved	Disapproved		07 Sep 2001	21 Jul 2001	23 Jul 2001
C	2001	904C	LOG 204 (DAU)	005	Approved	Reservation		07 Sep 2001	24 Sep 2001	24 Sep 2001

Clicking on the Red “C” opens up the the Cancellation Review



Student Functions - Cancellation

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu



13 Sep 2004

ACQ

Reason

PLEASE read this disclaimer before making any decisions on your course.

Student Request for Cancellation

Students who cancel a reservation within 14 days prior to class start date are defined as a 'NO-SHOW.' The penalty assessed on no-show students assigned to an acquisition-coded position is that the pursuant reservation for the same resident course will be unit-funded. The penalty assessed on no-show students not assigned to a designated acquisition position (Priority 4) is no quota reservation or wait for the same course for 12 months from the class start date. This penalty is automatically assessed unless supporting documentation from the Group Commander or Functional Directorate Chief (2-Letter). Specifying The Reason for No-Show is (1) received by the Air Force Acquisition Training Office (AFATO) no later than 30 days following the class start date and (2) warrants AFATO's dismissal of the penalty. The penalty, if unexcused, will apply for 12 months from the class start date. An official letter signed by either your Group Commander or Functional Directorate Chief (2-Letter) with the following information must be faxed to AFATO at DSH 487-6560: Your NAME, SSN, COURSE, CLASS, CLASS START DATE, Complete Name AND Title Of Endorsing Official, And specific reason for not attending the course (General statements, such as mission workload, medical condition, etc. are not specific. Without detailed explanations, a penalty may be assessed). EXCEPTION: No-shows due to separation from service, deployment, or medical reason(s) documented by a physician do not need to be endorsed by the Group Commander or Functional Directorate Chief (2-Letter).

COMPLETE THE FORM AND CLICK THE 'SUBMIT CANCELLATION REQUEST' BUTTON TO SEND A CANCELLATION REQUEST FOR THIS COURSE RESERVATION.



Student Functions - Cancellation

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu



13 Sep 2001

ACQ NOW Registration System

Reason for cancellation.

Student Request for Cancellation

Students who cancel a reservation within 14 days prior to class start date are defined as a 'No-SHOW.' The penalty assessed on no-show students assigned to an acquisition-coded position is that the pursuant reservation for the same resident course will be unit-funded. The penalty is no quota reservation or assessed unless supporting. The Reason for No-SHOW is (1) class start date and (2) war the class start date. An official the following information Complete Name AND Title Of mission workload, medical condition, etc. are not specific. Without detailed explanations, a penalty may be assessed). EXCEPTION: No-shows due to separation from service, deployment, or medical reason(s) documented by a physician do not need to be endorsed by the Group Commander or Functional Directorate Chief (2-Letter).

COMPLETE THE FORM AND CLICK THE 'SUBMIT CANCELLATION REQUEST' BUTTON TO SEND A CANCELLATION REQUEST FOR THIS COURSE RESERVATION.

Microsoft Internet Explorer

If you want to offer a substitute, please enter the student's name in the "Substitutions and Other Comments" section of this page.

OK

Enter your reasons for cancelling this application for LOG 204 (DAU)

Reason for cancellation:

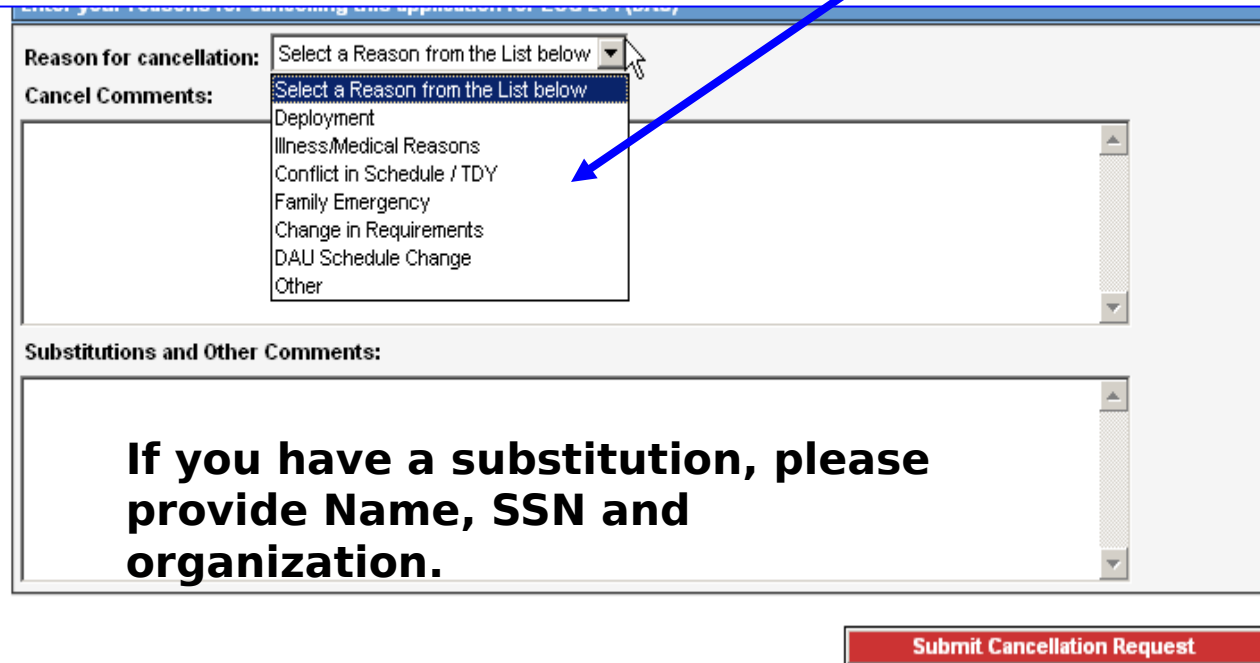
Cancel Comments:

The student is offered the opportunity to provide a substitution in lieu of their attendance.



Student Functions - Cancellation

Please select a reason for cancellation from the drop down menu. If you select “other”, you must provide additional comments.

A screenshot of a web form for submitting a cancellation request. The form has a light gray background. At the top, there is a blue header bar with the text "Enter your reason for cancelling the appointment for ACQ Now". Below this, the form is divided into sections. The first section is labeled "Reason for cancellation:" and contains a dropdown menu with the text "Select a Reason from the List below". A blue arrow points to this dropdown menu. The second section is labeled "Cancel Comments:" and contains a text area with the same dropdown menu text. Below this is a section labeled "Substitutions and Other Comments:" which contains a large text area. Inside this text area, there is a bold instruction: "If you have a substitution, please provide Name, SSN and organization." At the bottom right of the form, there is a red button with the text "Submit Cancellation Request".

Reason for cancellation: Select a Reason from the List below

Cancel Comments: Select a Reason from the List below

Deployment
Illness/Medical Reasons
Conflict in Schedule / TDY
Family Emergency
Change in Requirements
DAU Schedule Change
Other

Substitutions and Other Comments:

If you have a substitution, please provide Name, SSN and organization.

Submit Cancellation Request

When you have finished, click on the “Submit Cancellation Request” button..



Student Functions - Cancellation

Air Force Registration System for Acquisition Training - ACQ NOW Main Menu

COMPLETE THE FORM AND CLICK THE 'SUBMIT CANCELLATION REQUEST' BUTTON TO SEND A CANCELLATION REQUEST FOR THIS COURSE RESERVATION.

Enter your reasons for cancelling this application for LOG 204 (DAU)

Reason for cancellation:

Cancel Comments:

Substitutions and Other Comments:

Microsoft Internet Explorer

Are You Sure You want to Submit this Cancellation Request?
Click OK To Submit Cancellation Request.
Otherwise, click Cancel.


OK Cancel

Submit Cancellation Request


System will prompt you to be sure of your action. Press “OK” to continue, or “Cancel”.



Student Functions - Cancellation

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
	13 Sep 2001 ACQ NOW Registration System Application for Training Cancellation.	

AVEY, MARK S has requested the following application be cancelled:		Request Date: 13 Sep 2001
FY: 2001 School: 904C Course: LOG 204 (DAU) Phase: Class: 005		
Course Title: CONFIGURATION MANAGEMENT		
School Name: Naval Center for Environmental and Earth Science		
Class Location: ROCK ISLAND		
Start Date: 24 Sep 2001		
Delivery Method: Classroom		
Cancellation Reason: [Family Emergency]		



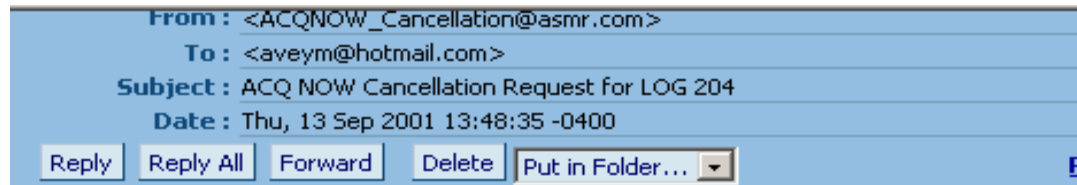
A notification has been emailed to the student and to the student's supervisor.

OK

System will provide the student and the supervisor an email regarding the cancellation request action.



Student Functions - Cancellation



APPLICATION SUMMARY:

NAME: AVEY, MARK S

COURSE: LOG 204 (DAU)

FY: 2001 SCHOOL: 904C PHASE: CLS: 005

START: 24 Sep 2001 END: 28 Sep 2001

LOCATION: ROCK ISLAND, IL

DELIVERY METHOD: Classroom

aveym@hotmail.com

This is to notify you that you have requested the above class enrollment be cancelled. When the Air Force Acquisition Training Office Office (AFATO) has made their decision, you will be notified by Email. As well, you can track the status of your cancellation request by clicking on the 'Review/Edit Applications' link.

If you have offered a substitute, please be advised that the substitute MUST submit an application for this course in order to determine eligibility for training prior to substitution.

Cancellation Reason:

[Family Emergency]:

Please do not respond to this system generated email

FOR OFFICIAL USE ONLY

Student email regarding cancellation request.



Student Functions - Cancellation

To: <maveyus@yahoo.com>
From: <ACQNOW_Cancellation@asmr.com> | [Block Address](#) | [Add to Address Book](#)
Subject: ACQ NOW Cancellation Request for LOG 204
Date: Thu, 13 Sep 2001 13:48:35 -0400

APPLICATION SUMMARY:

NAME: AVEY, MARK S
COURSE: LOG 204 (DAU)
FY: 2001 SCHOOL: 904C PHASE: CLS: 005
START: 24 Sep 2001 END: 28 Sep 2001
LOCATION: ROCK ISLAND, IL
DELIVERY METHOD: Classroom
aveym@hotmail.com

This is to advise you that the above employee has requested the above class enrollment be cancelled. Since you are the student's supervisor of record on ACQ NOW, you have received this notification. When the Air Force Acquisition Training Office Office (AFATO) has made their decision, you will be notified by Email.

If the student has offered a substitute, please be advised that the substitute MUST submit an application for this course in order to determine eligibility for training prior to substitution.

Cancellation Reason:

[Family Emergency]

Please do not respond to this system generated email

Supervisor email regarding cancellation request.



Student Functions - Cancellation

Air Force Registration System for Acquisition Training - ACQ NOW

Main Menu



13 Sep 2001

ACQ NOW Registration System

Click on the class number to review/edit your application. You may delete any application that has not yet been approved as a reservation or wait by clicking the **X** (delete) button. You may request cancellation of a reservation / enrollment by clicking on the **C** (cancel) button beside the class number to begin the process. Cancellation requests must be approved by training officials in your component and processed by your component's Quota Manager. These actions must be completed not later than 3 days before the class report date to prevent a No Show status on your record. You may not apply for the same course until you receive an email confirmation that your cancellation has been processed by your component's Quota Manager. If you wish to edit a Previous Application, click on the **R** (resubmit) button beside the class. You may amend your application to a suitable date/location preference and press the submit button at the end of the application form to try again. **Note:** You cannot amend the Course Number (e.g., from CON 202 to CON 104). You can only edit the date / location preference for the same course. If you wish to attend another course, you must submit a new application.

X - Delete Application **C** - Request Enrollment Cancellation **R** - Resubmit Application

Pending Applications

	FY	Sch	Crs	Cls	Class StartDate	Class End Date	Application Status	Date Applied
X	2002	501	ACQ 201B	012	26 Nov 2001	30 Nov 2001	AFATO Pending	12 Sep 2001
X	2001	771	CON 202 (DAU)	729	06 Aug 2001	24 Aug 2001	AFATO Pending	27 Jul 2001

Previous Applications

	FY	Sch	Crs	Cls	AFATO	Application Status	Excused	Approval Date	Class Report Date	Class Start Date
R	2001	904	ACQ 201B	718	Disapproved	Disapproved		07 Sep 2001	21 Jul 2001	23 Jul 2001
	2001	904C	LOG 204 (DAU)	005	Cancellation Pending	Reservation		07 Sep 2001	24 Sep 2001	24 Sep 2001

You can see now that the AFATO column shows that the course is "Cancellation Pending".



SAMPLE SCREENS

☒ How to Review Training History



Student Functions - Review Training History

The screenshot displays the ACQ NOW web application interface. The top navigation bar includes the title 'Air Force Registration System for Acquisition Training - ACQ NOW' and a 'Main Menu' link. The left sidebar is divided into three sections: 'From AFATO' with a 'What's New' link; 'Student Functions' with a list of options including 'Update Student Profile', 'Prepare Applications', 'Review/Edit Applications', 'Review Training History' (highlighted by a blue arrow), 'Request Cancellation', 'Request Disability Accommodations', 'Create/Edit Travel Worksheets', 'ACQ POC LookUp', 'DAU Course Lookup', 'DAU Schedule Lookup', 'DAU Course Catalog', and 'Logoff'; and 'Help' with links to 'ACQ NOW Tutorial', 'How To', 'Frequently Asked Questions (FAQ)', 'Contact ACQ NOW Help Desk', 'Contact AFATO Travel Manager', and 'Data-on-Demand'. The main content area features the ACQ NOW logo and a welcome message: 'Welcome! Please select a menu item'. Below this, a paragraph states: 'Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on applications submitted by non-Air Force personnel.'

We will now go through the Review Training History link for the student.



Student Functions - Review Training History

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
From AFATO		
<input type="checkbox"/> What's New		
Student Functions		
<input type="checkbox"/> Update Student Profile		
<input type="checkbox"/> Prepare Applications		
<input type="checkbox"/> Review/Edit Applications		
<input type="checkbox"/> Review Training History		
<input type="checkbox"/> Request Cancellation		
<input type="checkbox"/> Request Disability Accommodations		
<input type="checkbox"/> Create/Edit Travel Worksheets		
<input type="checkbox"/> ACQ POC Lookup		
<input type="checkbox"/> DAU Course Lookup		
<input type="checkbox"/> DAU Schedule Lookup		
<input type="checkbox"/> DAU Course Catalog		
<input type="checkbox"/> Logoff		
Help		
<input type="checkbox"/> ACQ NOW Tutorial		
<input type="checkbox"/> How To		
<input type="checkbox"/> Frequently Asked Questions (FAQ)		
<input type="checkbox"/> Contact ACQ NOW Help Desk		
<input type="checkbox"/> Contact AFATO Travel Manager		
<input type="checkbox"/> Data-on-Demand		
<input type="checkbox"/> School Information		
<input type="checkbox"/> Onsite Information		
<input type="checkbox"/> ACQNOW Bulletin Board		

Please sign in below:

Civilian Air Force Acquisition Workforce

Social Security No: 000 - 00 - 0049

Date of birth: Jan - 01 - 1922

Logon!

Notice to First Time Users

The Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on

**Once you have selected your category,
enter SSN and DOB, Press LOGON**



Student Functions - Review Training History



13 Sep 2001

ACQ NOW Registration System

Student Acquisition Training History


Student Information		Acquisition Information	
SSN: 000-00-0049		Level Required for this Position Category: 1	
NAME: AVEY, MARK S		Acquisition Position Category: CONTRACTING (C)	
DOB: 01 Jan 1922		ACQ Corp Member: QUAL CORPS/1102/OR CONTRACT OFF	
Certification Information			
ACQUISITION MGT CERT LVL3		Certification Date: 14 Jul 1994	
LOGISTICS ACQ CERT LVL3		Certification Date: 08 Feb 1993	
LOGISTICS ACQ CERT LVL2		Certification Date: 22 Jun 1992	
LOGISTICS ACQ CERT LVL1		Certification Date: 27 Apr 1992	
Course Title		Date Completed	
CAPITOL HILL WORKSHOP SEM ON LEGIS PROC		29 Jun 2000	
CAPITOL HILL WORKSHOP SEM ON LEGIS PROC		16 Sep 1999	
TOM QUALITY COURSE OTHER		17 Apr 1998	
EO-OUR ROLES AND RESPONSIBILITIES		25 Jun 1997	
AFIT AIR FORCE TECH ORDER ACQ MGT SYS230		14 Jun 1996	
ENGINEERING OTHER		15 Jun 1995	

This information is taken directly from the CIVMOD and MILMOD data bases. If you find this information is incorrect, please contact your training representative.



Student Functions - Travel

Air Force Registration System for Acquisition Training - ACQ NOW		Main Menu
From AFATO		
<input type="checkbox"/> What's New		
Student Functions		
<input type="checkbox"/> Update Student Profile		
<input type="checkbox"/> Prepare Applications		
<input type="checkbox"/> Review/Edit Applications		
<input type="checkbox"/> Review Training History		
<input type="checkbox"/> Request Cancellation		
<input type="checkbox"/> Request Disability Accommodations		
<input type="checkbox"/> Create/Edit Travel Worksheets		
<input type="checkbox"/> ACQ POC Lookup		
<input type="checkbox"/> DAU Course Lookup		
<input type="checkbox"/> DAU Schedule Lookup		
<input type="checkbox"/> DAU Course Catalog		
<input type="checkbox"/> Logoff		
Help		
<input type="checkbox"/> ACQ NOW Tutorial		
<input type="checkbox"/> How To		
<input type="checkbox"/> Frequently Asked Questions (FAQ)		
<input type="checkbox"/> Contact ACQ NOW Help Desk		
<input type="checkbox"/> Contact AFATO Travel Manager		
<input type="checkbox"/> Data-on-Demand		
<input type="checkbox"/> School Information		
<input type="checkbox"/> Onsite Information		
<input type="checkbox"/> ACQNOW Bulletin Board		



Please sign in below:

Civilian Air Force Acquisition Workforce			
Social Security No:	000	00	0049
Date of birth:	Jan	01	1922
			Logon!

Notice to First Time Users

The Air Force Registration System for Acquisition Training (ACQ NOW) is to be used by Air Force personnel (Civilian and Military) to submit and process training applications for the Defense Acquisition University (DAU) courses, including the Internet courses offered by DAU. No action will be taken on



Student Functions - Travel

Air Force Registration System for Acquisition Training - ACQ NOW

[Main Menu](#)



05 Oct 2001

ACQ NOW Registration System

Under Construction

This page is currently under development.

Thank you for your patience.

The travel function is currently being finalized and should be available very soon. The system will notify you via email when available. We will also provide you with a travel tutorial.



Tutorial

***For now, this ends
this portion of the
tutorial.***

***Thank you for
your participation.***